

# Job Description: Finance Administrator



Function:	Sodexo Justice Services
Job:	Administrator
Position:	Finance administrator
Job holder:	TBC
Date (in job since):	May 2018
Immediate manager (N+1 Job title and name):	Deputy Business Manager - Carol Godfrey
Additional reporting line to:	
Position location:	HMP Peterborough

## 1. Purpose of the Job – State concisely the aim of the job.

Provide support to the Head of Business Management and the Deputy Business Manager to take the finance department forward in providing the quality of services to internal and external stakeholders whilst also making sure that demanding targets are met as set. The role involves both the commitment and the ability to manage the work effectively to the standards as required.

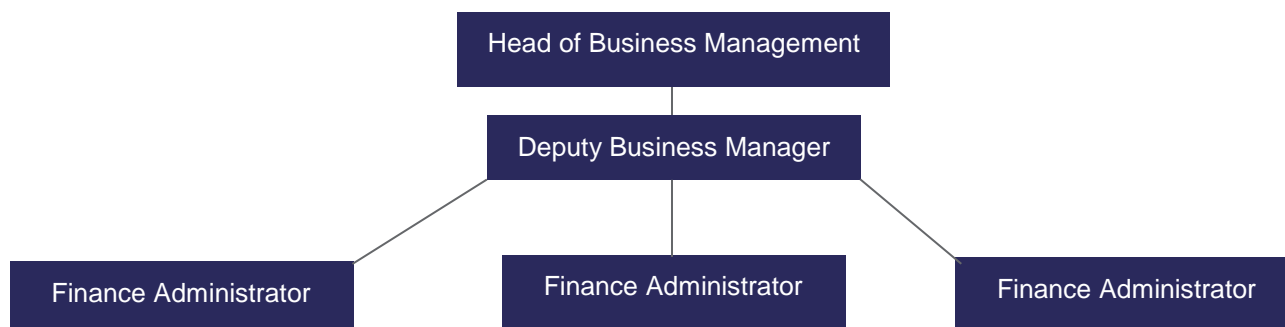
We are looking for a conscientious administrator to work in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills. IT literacy to include Outlook and Excel is essential, as is an ability to work under pressure, pay attention to detail, and meet strict deadlines. You will perform a variety of duties to ensure the smooth running of the function, providing a service to the prison as a whole.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

Characteristics ▪ Day-to-day financial transactions.

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Abide to strict deadlines.
- Ability to prioritize workload.
- Keep up to date with all relevant polices, including PSO requirements and cash policy.
- To abide by Sodexo Justice Services corporate Mission statement, company policy and all appropriate. Health and Safety polices and regulations.
- To embrace the Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress.
- To be committed to personal development.
- To work closely with colleagues in other areas to ensure the safe and smooth running of the prison.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Record all transactions on CMS accurately and in a timely manner.
- Ensure all monies are processed and recorded accurately.
- Process all receptions monies on arrival.
- Use of PNOMIS to transfer prisoners into prison.
- Input loans on to the CMS.
- Process received cheques from other prisons.
- Create and maintain PIN phone accounts including inter-prison phonecalls and foreign national.
- Prepare all discharge monies on prisoner release.
- Raise cheques to be forwarded to other prisons.
- Repay loans and advances on CMS.
- Process and respond to any complaints and applications.
- Ensure swift and timely resolution to all finance related queries.
- Maintain valuables and cash records and safeguarding valuables & cash through robust control system & reconciliation process.
- Support Deputy Business Manager with processing of hotel and travel requests, Stocktake Audits, Petty cash and expenses, reconciling purchase orders and vendor invoices.
- Provide support to team members and flexibility to adapt to any other duties that may be deemed appropriate to this role.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- All duties are carried out and should be compliant to all Sodexo policies and procedures.
- Timely preparation/delivery of information.
- Transactional records are kept up to date on a daily basis.
- Improved internal controls.
- Innovative ideas/suggestions to improve efficiencies.
- Regular audit of valuables & cash.
- Regular reconciliation of cash, cheques and valuables (as set daily/weekly/monthly).
- Reduced number of complaints/queries.
- Management information provided accurately and within specified deadlines.
- Work with various different departments to ensure operational requirements are met.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Good working knowledge of Microsoft Office (particularly Outlook and Excel).
- Good inter-personal and communication skills.
- Ability to work on own initiative and meet targets and to respond effectively to changing priorities.
- Strong organisational skills.
- A good eye for detail.

**Desirable**

- Relevant experience in a finance and or prison environment is desirable along with including any relevant administrative or finance qualifications.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided
▪ Rigorous management of results
▪ Brand Notoriety
▪ Innovation and Change

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			